

Crystal Lake Public Library

Position Title: Custodian
Reports To: Building Maintenance Manager
Department: Administration
Status: Non-Exempt

Job Summary:

The Custodian monitors and performs regular maintenance on Library buildings and grounds. This individual works with the Building Maintenance Manager to track supplies and complete repairs, keeps a log of all maintenance and repairs completed; monitors compliance with outside service contracts. Alerts Building Maintenance Manager of anticipated work schedules and problem areas. Functions as Building Supervisor.

Essential Functions:

1. Monitors buildings and grounds on a daily basis and reports condition to Building Maintenance Manager
2. Keeps a log of regularly scheduled maintenance and keeps supervisor informed of progress
3. Assists Building Maintenance Manager in monitoring performance of special or contracted services
4. Advises Building Maintenance Manager on the purchase of maintenance supplies and equipment
5. Performs the following tasks on a regular schedule:
 - a. Cleans prints off glass; scrubs defacing marks; sweeps outside entries, steps and walkways
 - b. Picks up trash on grounds, exterior walks and stairs, parking lots
 - c. Moves furniture and equipment as necessary; sets up or take down meeting room equipment
 - d. Cleans and monitors equipment and maintenance rooms; maintains order; mops floor in computer room
 - e. Performs handyman tasks; replaces light bulbs; does minor repairs; performs all tasks necessary to keep the physical facility clean, repaired and attractive; does maintenance tasks, special cleaning, and projects as assigned
 - f. Performs basic grounds maintenance such as watering, weeding and planting
6. Attends and participates in Crystal Lake Public Library meetings and committees; participates in appropriate job-related meetings; attends relevant continuing education events
7. Makes recommendations for purchases of assigned items
8. Maintains inventory of assigned items and supplies
9. Performs pickup and delivery at local locations
10. Loads and unloads materials
11. Performs other related duties as assigned or required

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Education, Experience, and Knowledge:

High school diploma or equivalent; minimum one year experience in commercial maintenance required. Basic knowledge of word processing, e-mail, and PCs.

Skills and Abilities:

- Interpersonal, problem solving, troubleshooting skills
- Listening skills
- Ability to operate the following equipment: computer, printers, telephone
- Basic math skills
- Ability to read instructions, maintenance contracts and blueprints
- Ability to work effectively with a variety of people
- Ability to handle variety and change
- Ability to tolerate repetitive tasks with some variety and interruptions
- Ability to organize and arrange
- Mechanical aptitude
- Valid driver's license, IL auto insurance, and reliable access to a vehicle

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to constantly stand and walk, and occasionally sit. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to hands to finger, handle and/or feel controls, equipment, objects, and tools; and reach with hands and arms. Constant bending, stooping, and climbing are required.

The employee must regularly lift up to 50 pounds and frequently push or pull up to 200 pounds. This job is performed in a typical office environment, however has occasional exposure to heat, cold, or the outdoors.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.